

6 March 1979

Classification Review Procedure

CRP 79-17

Changes to or Deletion of Records in the DARE System

I. The DARE system programming permits changes to or deletion of records previously entered into the system.

A. To change a record now in the system, complete the following steps: (EXAMPLE 1)

1. Check "change" in the upper righthand corner of form 4023A.
2. Enter in the appropriate boxes the job, box, folder, and document numbers of the record now in the system that is to be changed.
3. Enter your employee number in the "reviewer" field and the date of the change in the "review date" field.
4. Enter in the appropriate box only the new information necessary to make the desired change, leaving all other fields blank.

B. To change a review classification, a slight modification to A above is necessary: (EXAMPLE 2)

1. Follow the basic steps 1, 2, and 3 above.
2. As specified in step 4 above, fill in the new classification constituting the change, but complete the "retention justification" field and "next review date" field as well, even if the old information is correct. NOTE: Changes in the classification of records already in the system will not be made without prior consultation with and approval of the appropriate branch chief.
3. If the document is being changed to the "Z" category, fill in the name of the agency or agencies that must review the document.

C. To change a job, box, folder, or document number, complete the following steps: (EXAMPLE 3)

1. Delete the existing record, a prerequisite for making this type of change. (See D below.)

2. Complete a new form 4023A, being sure to include all entries required for any new action, and enter it into the system.

D. To delete a record from the system in its entirety:

1. Check the "delete" box on form 4023A.

2. Enter only the job, box, folder, and document numbers of the record to be deleted.

II. The above instructions involve the use of only three of the four action boxes on form 4023A -- "new", "change", and "delete." The "re-review" box will be used after 1987 when records are recalled for re-review.



Chief,
Classification Review Group

STATINTL

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PROJECT NUMBER	REVIEW DATE DD MM YY	REVIEWER	RECORDS GROUP	ENTRY	<input type="checkbox"/> NEW <input checked="" type="checkbox"/> CHANGE (GENERAL) <input type="checkbox"/> RE-REVIEW <input type="checkbox"/> DELETE
STAT -	050379				

JOB NUMBER	BOX NUMBER	FOLDER NO.	DOCUMENT NUMBER	CREATION DATE D D M M Y Y	ORIGINATING COMPONENT
78T03688R	0016	001	030		202

EXAMPLE 1

DOCUMENT IDENTIFICATION NUMBER	OPI	TYPE DOCUMENT	ORIGINAL CLASSIFICATION	NO. PAGES

DOCUMENT TITLE

REVIEW CLASSIFICATION	RETENTION JUSTIFICATION	NEXT REVIEW DATE YY	REVIEW COORDINATION

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DECLASSIFICATION WORKSHEET



SECRET

PROJECT NUMBER	REVIEW DATE DD MM YY	REVIEWER	RECORDS GROUP	ENTRY	<input type="checkbox"/> NEW
STAT -	050379				<input checked="" type="checkbox"/> CHANGE (GENERAL)
					<input type="checkbox"/> RE-REVIEW
					<input type="checkbox"/> DELETE

JOB NUMBER	BOX NUMBER	FOLDER NO.	DOCUMENT NUMBER	CREATION DATE DD MM YY	ORIGINATING COMPONENT
78703688R0017005010					

EXAMPLE 2

DOCUMENT IDENTIFICATION NUMBER	OPI	TYPE DOCUMENT	ORIGINAL CLASSIFICATION	NO. PAGES

DOCUMENT TITLE

REVIEW CLASSIFICATION	RETENTION JUSTIFICATION	NEXT REVIEW DATE YY	REVIEW COORDINATION
Z	22	10	STATE



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PROJECT NUMBER	REVIEW DATE DD MM YY	REVIEWER	RECORDS GROUP	ENTRY	<input type="checkbox"/> NEW <input type="checkbox"/> CHANGE (GENERAL) <input type="checkbox"/> RE-REVIEW <input checked="" type="checkbox"/> DELETE
STAT -	050379				

JOB NUMBER	BOX NUMBER	FOLDER NO.	DOCUMENT NUMBER	CREATION DATE D D M M Y Y	ORIGINATING COMPONENT
78T03688R0017006011					

EXAMPLE 3
STEP 1

DOCUMENT IDENTIFICATION NUMBER	OPI	TYPE DOCUMENT	ORIGINAL CLASSIFICATION	NO. PAGES

DOCUMENT TITLE

REVIEW CLASSIFICATION	RETENTION JUSTIFICATION	NEXT REVIEW DATE YY	REVIEW COORDINATION

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SECRET

PROJECT NUMBER	REVIEW DATE DD MM YY	REVIEWER	RECORDS GROUP	ENTRY	<input checked="" type="checkbox"/> NEW <input type="checkbox"/> CHANGE (GENERAL) <input type="checkbox"/> RE-REVIEW <input type="checkbox"/> DELETE
STAT -	050379				

JOB NUMBER	BOX NUMBER	FOLDER NO.	DOCUMENT NUMBER	CREATION DATE D D M M Y Y	ORIGINATING COMPONENT
78T03688R0017005011				160554202	

EXAMPLE 3
STEP 2

DOCUMENT IDENTIFICATION NUMBER	OPI	TYPE DOCUMENT	ORIGINAL CLASSIFICATION	NO. PAGES
NO. 345	2030	S		0016

DOCUMENT TITLE
AD HOC IAC COMMITTEE (WATCH) (MINUTE S MEETING 16 MAY 54)

REVIEW CLASSIFICATION	RETENTION JUSTIFICATION	NEXT REVIEW DATE YY	REVIEW COORDINATION
C	22	10	



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